

PURCHASING DIRECTOR

Y009  
Exempt  
JG XVI  
MJE/a

DISTINGUISHING FEATURES OF THE CLASS: The work involves planning, directing and coordinating the Erie County Division of Purchase. This is a specialized administrative position involving responsibility for supervising purchasing activities to ensure that they are performed in an efficient and legal manner. The incumbent coordinates all phases of purchasing activities for both goods and services required to operate County departments. The incumbent works under the general supervision of the County Executive. Supervision is exercised over a number of technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs the purchasing activities of the County and gives staff guidance and advice to Heads of Agencies and Departments on purchasing matters;  
Directs the purchases or contracts for all supplies, materials, equipment and contractual services required by County Agencies;  
Directs the advertising for bids on purchases or contracts for County use;  
Authorizes purchases of supplies or services involving large sums during emergency situations;  
Sells or leases any surplus, obsolete or unused supplies, materials, and equipment under such rules and regulations as may be established by the County Legislature;  
Certifies bills that supplies or services ordered are as priced and delivered;  
Prepares annual inventory of all property and submits the same to Comptroller, Finance Commissioner and Budget Director;  
Directs the keeping of purchase orders, requisitions and other purchase records;  
Supervises and participates in the preparation of the tentative budget;  
Represents the County of purchase matters at meetings within and without the County government.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles, practices and procedures of large scale purchasing and inventory control; thorough knowledge of the methods of distribution and sales of large corporations and sources of supply for all types of commodities; thorough knowledge of County government with reference to purchasing; ability in the analysis of statistical data; ability to prepare reports; administrative ability; ability to deal with the public; tact; initiative; dependability; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and seven (7) years of administrative experience involving purchasing activities of a large governmental or commercial organization.

NOTE: See County Charter for additional qualifications

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements

